

Fiscal Year 2013 Grant Award Agreement

July 1, 2012

«ceo_first_name» «ceo_last_name»
«orgname»
«mail_add1»
«mail_add2»
«city», «state» «zip»

It is a pleasure to inform you that a grant has been awarded to «orgname» by the Arizona Commission on the Arts for the following programming which is to take place between July 1, 2012 and June 30, 2013.

GRANT #: «grant_app_number»

FESTIVALS

Maximum Award up to: \$«amount_awarded»*

How to Manage Your Grant Award

STEP 1: DEADLINE: MONDAY, OCTOBER 22, 2012

Return Grant Award Agreement and State Substitute W-9

Complete, sign, date and mail together this original Grant Award Agreement and State Substitute W-9. Faxes, scans or emails will NOT be accepted.

NEW GRANTEES: Complete ProcureAZ registration <https://procure.az.gov/bso/>

The Arizona Department of Administration and the State Procurement Office have put in place a system called ProcureAZ which **DOES NOT replace the W-9 system**, but works in conjunction with it. Please note: this is a one-time required registration to receive any funding from the State.

STEP 2: Submit Contracts and Receipts/Invoices

Must Claim By: Monday, May 20, 2013

Copies of contracts/receipts/invoices: Submit copies of signed contracts with artist/speaker/consultant name, date(s) of service, description of service(s) and total artist/company/consultant fees or expenses, including honorariums and travel/per diem. Submit copies of contracts/receipts/invoices for eligible marketing, production, and evaluation expenses as outlined in your grant application budget. Contracts must be signed by both parties, including artist/speaker/consultant and a representative of your organization.

Notes: You must provide all copies of contracts/receipts/invoices at one time, as the Arts Commission will only make one grant award payment. Matching Grant funds awarded were based on the eligible expenses stated in your application; therefore, any changes to eligible expenses may impact the actual grant award payment.

STEP 3: Receive Grant Award Payment

Grant award payment processing takes 4-6 weeks from receipt of all required documentation. Inconsistencies and incomplete grant award paperwork or tax information will delay grant payment.

*Maximum award is based on panel review ranking, available Arts Commission funding, and the submission of appropriate financial documentation. The Arts Commission receives its funding from the National Endowment for the Arts and the State of Arizona. This grant is made subject to the availability of those funds. If at any time during the fiscal year the Arizona State Legislature enters into session and reduces the Arts Commission's state funding or if overall funding is reduced for any other reason, this grant may be reduced, canceled, and/or may be paid out in installments.

STEP 4: Submit Final Report for Fiscal Year 2013 Grant

Deadline: Monday, September 16, 2013

For Fiscal Year 2013, complete Final Report in EGOR. www.culturegrants-az.org. Reports should be submitted as early as 30 days after your project end date.

All grant related materials must be received by the Arizona Commission on the Arts by close of the business day on the deadline date. Without exception, organizations that submit late materials will forfeit their grant award and/or be ineligible for future funding.

Mail to: Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix Arizona, 85003

Grant Processing Contact: Grants and Operations Coordinator, 602.771.6532

Signature Required on Reverse Side of this Document →

Fiscal Year 2013 Grant Award Agreement

By signing this Grant Award Agreement below, «orgname» agrees to the following:

- ☐ **Grantee is solely responsible for meeting all grant-related deadlines.**
- ☐ **Return Signed Grant Award Agreement and State Substitute W-9 Form by Monday, October 22, 2012.**
- ☐ **NEW GRANTEES: Complete ProcureAZ registration by Monday, October 22, 2012.** <https://procure.az.gov/bsol>
- ☐ **Submit Financial Documentation NO LATER than Monday, May 20, 2013.**
- ☐ **Comply with all terms and conditions** outlined in the Grant Award Agreement and General Grant Conditions (attached).
- ☐ **Credit (with logos and credit lines)** the funders of the awarded grant in all printed materials and publicity. For more information on how to correctly credit the Arizona Commission on the Arts and National Endowment for the Arts, see the enclosed document, *Grant Credit and Publicity*
- ☐ **Submit Fiscal Year 2013 Final Report** and Accessibility Statement by **Monday, September 16, 2013.** Reports should be submitted as early as 30 days after your project end date but NO LATER than Monday, September 16, 2013. To complete your Final Report, go directly to the EGOR website: <http://www.culturegrants-az.org>. Failure to submit a Final Report by the posted deadline will render your organization ineligible for future Arts Commission grants. **Please note:** If you received a grant in Fiscal Year 2012, your Fiscal Year 2013 grant award payment will not be released until your Fiscal Year 2012 Final Report has been submitted (deadline August 6, 2012).
- ☐ **Update your contact information** directly in EGOR. Notify Arizona Commission on the Arts staff of any changes to your contact information. Timely grant payment depends on complete and current profile in EGOR.
- ☐ **Build public value for the arts in Arizona** by communicating with Arizona State Legislators. Thank them for their continued support of public arts funding and invite them to observe, participate in and attend your organization's project and activities. Sample thank you letters and invitations can be found in Building Public Value for the Arts in Arizona (pages 8-9): <http://www.azarts.gov/arts-advocacy/>. To locate your district or the names and addresses of your Legislators, visit: www.azleg.gov or www.azcitizensforthearts.org.
- ☐ **Communicate with Arizona Commission on the Arts Board Members.** Invite them to observe, participate in and attend your organization's project and activities. A list of Board Members is available online at www.azarts.gov. For contact information, please call 602.771.6501 or email info@azarts.gov.
- ☐ **Any change in project format, scope, expenditures or personnel** must be requested in writing, and be approved by the Arts Commission prior to the expenditure of grant award funds. If you need to request changes to your grant, or to keep us informed of your organization's programs, budget or administration please contact: **Jennifer Tsukayama, 602-771-6528, jtsukayama@azarts.gov**

Mail to: Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix Arizona, 85003

Please sign to indicate that you have read, understood and agree to comply with the Grant Award Agreement and General Grant Conditions.

Authorizing Official Printed Name & Title

Authorizing Official Signature

Date

Taxpayer Identification Number (FEIN) or Social Security Number on file

Arts Commission Use Only

FY12 Final Report _____ W9 _____ ProcureAZ _____ Receipts/ Invoices/Financials _____

Project Director: «p_firstname» «p_lastname», «p_phone», «p_email»
Username: «username» Password: «passwd» Title: «project_title»